

**COMMUNITY HIGH SCHOOL OF VERMONT  
STATE BOARD MEETING  
MINUTES  
Tuesday, January 10, 2012  
Phone Conference  
Industrial Ave.  
Williston, VT**

State Board Members Present in Williston: George Cross, Chair; Holly Tippet

State Board Members Present via Phone: Carol Bokan, Vice-Chair; Richard Fraser, Jason Gibbs, Amy Grillo, David Luce, Secretary

CHSVT Administration Present: Mary Koen, Chief, Special Education; Dana Lesperance, Career and Technical Education Chief Troy McAllister, Principal; Wilhelmina Picard, Superintendent; and Sheila Sayah, Administrative Assistant

The meeting began at 9:35 a.m.

**Review of Meeting Minutes**

**Dave Luce made a motion to accept the meeting minutes of December 13, 2011. Amy Grillo seconded the motion. The minutes were approved.**

**Administrative Reports**

Troy – Explained how he is prioritizing visits to campuses to provide more support.

Dana – 1) Vocational Coordinator, Gene Rembisz has retired from his position at the Barre campus. Currently there are no plans to fill this position. 2) Vocational Instructor, Scott Tomlinson has been reassigned to Central Office from Northwest State to provide support for vocational education at the street campuses. Scott will be coordinating resources for the entire state. 3) Vocational Coordinator, Mary Beth Heiskell attended a training and will now be teaching NCCER at the Windsor campus. 4) Dana is working to strengthen the CRC at the Chittenden Facility campus as well as having meetings with Vermont Works for Women.

Wilhelmina – 1) The Administrative Team has been working on the goals and objectives for the school-wide action plan. 2) Special Educator, Peggy McLenithan gave her notice. She will be leaving the Bennington street campus for a position at a public school. Peggy's position will be filled with a transfer of a Special Educator from another campus. 3) The school is looking to restructure a vacant position to accommodate a need for an IT Integration Specialist. 4) Troy and Mary have been researching Student Information Systems that would be compatible with the school. A report will be sent to NEASC later this month regarding a SIS. 5) The DOC IT Manager has left for another position and his position will not be filled anytime soon. This may have an impact on IT for the school. 6) A new Business Manager has been hired for DOC. Wilhelmina will be meeting with her to discuss school business activities. 7) The cost for a pilot program about workplace bullying has put a hold on plans. The school is currently looking for different ways to fund the program.

Mary – Was not present at the time of the administrative reports.

Prior to this meeting and at the Board's request, Wilhelmina provided the Board with a spreadsheet of academic courses/programs offered at all campuses and courses/programs being proposed. The Board would like a monthly update on the progress with adding courses/programs and how the Board can help achieve those goals.

### **Old/New Business – updates**

Marketing/Communications – Holly and Troy are working to prioritize targets. The current focus is on mandated students with a concentration on attendance and engaging the student. Carol said that she would be interested in helping.

Legislature – George and Jason met with Wilhelmina and members of legislative committees to discuss the relationship between the state and local boards and possible language changes to Title 28. George and Jason will continue as a sub-committee working with legislative committees as needed.

George offered to prepare a memorandum to the local boards about proposed language changes that Wilhelmina will send out to the local boards giving them a chance to send questions/comments to the state board.

**Dave Luce made a motion to adjourn the meeting. Holly Tippet seconded the motion. The meeting adjourned at 10:30 a.m.**

Respectfully Submitted

Sheila Sayah